

REQUEST FOR PROPOSALS



HISTORIC PRESERVATION FUND

Program Year 2007
Community Services Department

**City of Arlington
Historic Preservation Funds RFP**

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**CITY OF ARLINGTON
COMMUNITY SERVICES DEPARTMENT**

HISTORIC PRESERVATION FUND (HPF) GUIDELINES

I. Overview of Request for Proposals (RFP) Process

A. Purpose of RFP

The purpose of the Historic Preservation Fund (HPF) is to foster cooperative interaction between Arlington's tourism industry and heritage community. The goal of the HPF is to benefit the public by increasing awareness of the richness of the cultural and historic resources found in the city of Arlington, as well as by strengthening the city's desirability as a heritage tourism destination. Grants provided to eligible recipients will fund projects that demonstrate this goal.

B. Funds Available

The initial HPF funds come from an insurance settlement for a fire that destroyed the historic Cooper House on October 31, 1999. The principle will be maintained and will be managed within the City's investment portfolio. The interest will be available to award to qualified applicants. There is \$18,626 available for this RFP.

From time to time, the City may receive individual or corporate contributions to the HPF. Unless specifically requested by the donor, the contribution will be added to the principle balance of the HPF, thereby increasing the amount of potential interest generated in any fiscal year available for award. Annual awards will be funded from available earned interest to protect the principle of the HPF.

C. Eligible Applicants

Eligible applicants are any individual, organization, or agency that meets the following:

- cultural, historical, or tourism organizations with tax-exempt status under Section 501(c)(3) or (c)(4) of the Internal Revenue Code and holding confirmation at the time of the proposal;
- organizations governed by a Board of Directors/Trustees that meets regularly;
- organizations whose programs and events are open to the public and provide accessibility for persons with disabilities;
- organizations who can meet the one-to-one match required either with cash and/or in-kind services; and
- organizations who demonstrate a contribution to tourism and/or have community partners (Eligible community partner organizations include, but are not limited to, governmental entities, chambers of commerce, convention and visitors bureaus, local historical commissions or organizations, heritage and cultural societies, and educational institutions.).

D. Project Categories

Proposals must fall into one of the following categories:

- restoration of an eligible state or nationally designated historic site;
- promotion of an event that features sites that are designated as historic sites;
- nomination of properties to the National Register of Historic Places or for state historic designation through Texas Historical Commission (THC), including research and preparation of nominations;
- application fees associated with National Register or State markers;
- the cost of utilities and maintenance for structures that have obtained national or state historic designation and are open to the public; or
- educational symposiums promoting restoration, designation, and awareness of historical properties.

E. Ineligible Activities

The following activities are not eligible for funding:

- organizations, sites, or projects that received grants during the previous grant year;
- organizations whose programs and events do not have a primary impact on the city of Arlington;
- proposals that do not fit into one of the project categories or meet general eligibility requirements;
- deficiencies in previously completed projects or for unanticipated costs in ongoing projects;
- loans, fines, penalties, cost of litigation, or associated interest payments;
- scholarships or cash payments to individuals or groups;
- programs/sites not open to the public or not accessible to persons with disabilities;
- political contributions; and
- special events and/or festivals that are established and take place on an annual basis, unless a new element is added that would enhance tourism specifically connected to historic sites.

II. Proposal Instructions and Content

A. Proposal Instructions

In narrative form, in seven to ten pages, excluding attachments, address each of the narrative sections. As appropriate, provide additional information that may be relevant to the evaluation of need or effectiveness of the project. **Proposals will be evaluated based on the organization's ability to justify its need for HPF funding and the criteria outlined in section III. B.**

Each organization applying for funding should submit one original and 15 copies of the cover sheet, narratives, and attachments. Copies are provided to the Arlington City Council, the Community and Neighborhood Development Committee, the Landmark Preservation Commission, and City staff.

Proposals should follow the established outline and instructions and will be compiled in the order provided in the proposal content section. The narrative being addressed should be cited and quoted prior to the response. Attachments should be submitted at the end of the applicable narrative.

Proposals must be submitted on standard 8 ½" x 11" paper on consecutively numbered pages and be three-hole punched. Do not use folders or notebooks. Please type the proposal in font size no less than 11 point. No handwritten submittals will be accepted. Do not staple the proposal. Binder clips are acceptable. The original must contain original signatures and a cover letter.

All proposals are due to the City of Arlington Community Services Department by 3:00 p.m. on Friday, December 15, 2006. Any questions, or need for further information, should be directed to:

Pablo Calderon, Grants Planner
City of Arlington Community Services
201 E. Abram, Suite 720
Arlington, Texas 76010
(817) 459-6232
calderonp@ci.arlington.tx.us

B. Proposal Content

1. Cover Sheet (complete attached form)
2. Project Narratives

Narrative Section 1: Explain the details of your proposed project.

Narrative Section 2: Administrative & Fiscal Capacity

1. Provide the history of growth, stability, and vision of organization/person applying.
2. Describe the short and long range goals.
3. Describe the organization's ability to accomplish proposed goals.
4. Describe the ability to provide accurate and complete financial reports in a timely manner.

Narrative Section 3: Contribution to Local Economy and History

1. Detail how this project will enhance tourism.
2. What marketing efforts will be utilized and how will effectiveness of marketing be evaluated?
3. List other funding sources that will be/have been secured to assist in funding the project.
4. Describe the history of local expenditures in Arlington to date.
5. Detail any previous efforts to designate or protect an existing local, state, or federal landmark.

Narrative Section 4: Community Involvement

1. Explain how the project will make efforts to reach a diverse clientele.
2. Detail initiative to promote historic preservation in Arlington.
3. Detail the ability of person/organization to collaborate in order to reach new and special audiences.

Attachments:

1. Program Budget
2. Board of Directors (use form provided)
3. Mission Statement and other relevant information

III. Description of Review Process

A. Review Process

Each year, the Community Services Department will publish a public Request for Proposals for grants awarded from the Historic Preservation Fund.

Community Services staff will review each proposal to ensure that it contains all the information and documents required, verifying that the proposal is appropriate for funding. If a proposal is determined to be ineligible, the applicant will be informed. The proposal will then be withdrawn from consideration. If a proposal is eligible, but not complete, staff may request additional information before the proposal is given further consideration.

After staff completes the initial review of the proposals, the Landmark Preservation Commission (LPC) will evaluate the proposals. The LPC will evaluate the proposals to determine consistency with the goals of the HPF. The LPC will provide a recommendation to the Community and Neighborhood Development Committee for funding of projects. In the event that a Landmark Preservation Commissioner is involved with a historic organization applying for funds, he/she will abstain from the evaluation process. The LPC will evaluate proposals according to the following specific criteria.

B. Evaluation Criteria

1. Administrative & Fiscal Capacity (20 points)
 - history of growth, stability, and vision
 - short and long range goals
 - ability to accomplish proposed goals
 - accuracy and completeness of financial reporting
2. Contribution to Local Economy and History (30 points)
 - enhancement of tourism
 - effectiveness of marketing efforts
 - efforts to secure funding from both public and private sources
 - local expenditures in Arlington
 - efforts to designate or protect an existing local, state, or federal landmark
3. Quality (20 points)
 - consistency with the goals of the HPF and local preservation efforts determined by the LPC and City Council
 - vision and leadership of board
 - completeness and overall presentation of information in the proposal
4. Community Involvement (30 points)
 - efforts to reach a diverse cultural history
 - initiative in promoting historic preservation through increasing awareness of cultural and historic resources
 - ability to reach new and special audiences through collaborative efforts

Recommendations from the Landmark Preservation Commission will be forwarded to the Community and Neighborhood Development Committee for discussion and review. The Community and Neighborhood Development Committee will make a recommendation to the Mayor and City Council.

The Community and Neighborhood Development Committee's involvement provides a mechanism to ensure that historic preservation needs are recognized, prioritized, and recommended to the City Council for funding. This process provides support for the City Council's understanding and approval of historic projects, as well as the goals of historic preservation.

The final review and decision on grant awards will be made by the City Council.

C. Contract Procedures

The City prepares a contract for each of the selected grantees outlining the roles, responsibilities, and obligations of the City and the grantee. A resolution is adopted by the City Council awarding funding and authorizing execution of the contract by the City Manager or his designee. After Council approval, copies of the contracts are mailed to the grantees for signature. The contracts must be returned to the City for final review by the City Attorney's Office and for the City Manager's or his designee's signature. A fully executed copy of the contract is then returned to the grantee for their files. A grantee will be allowed one year to spend funds awarded through the Historic Preservation Fund.

COVER SHEET

**CITY OF ARLINGTON COMMUNITY SERVICES
Historic Preservation Fund Application
PROGRAM YEAR 2007**

ORGANIZATION _____

SERVICE/PROGRAM _____

AMOUNT REQUESTED _____

CONTRACT TERM _____

Provide a brief description of project to be supported by the HPF.

The HPF will be specifically used to pay for the following cost items.

Name, address, and phone number of person(s) knowledgeable about this proposal:

BOARD OF DIRECTORS
Program Year 07

ORGANIZATION

[illegible]¹ Beginning and Ending Years² M=Male, F=Female

³ A=Asian, B=Black/African American, W=White, H=Hispanic, O=Other